

**1. Roll Call**

Park Board members in attendance included, Patty Acomb, Kyle Gallagher, Tim Goodyear, Denny Lambert, Marvin Puspoki, Elise Raarup and Madeline Seveland. Staff members in attendance included Geralyn Barone, Dave Johnson and Perry Vetter.

Chair Lambert called the official meeting to order at 7:00p.m.

**2. Approval of Minutes**

Raarup moved and Puspoki seconded a motion to approve the meeting Minutes of February 2, 2011. All voted "Yes." Motion carried.

**3. Citizens Wishing to Discuss Items Not on the Agenda**

**4. Business Items**

**A. Consideration of the 2012 – 2016 CIP planning process**

Assistant Public Works Director Perry Vetter introduced the item, noting that the board reviewed the process used for approving the Capital Improvements Program at the February 2, 2011 meeting.

Vetter reviewed the funding categories for park and trail related projects that included Athletic Field Improvements, Building Improvements, New Trail Construction, Existing Trail Rehabilitation, Existing Park Improvements, New Park Improvements, Natural Resources Stewardship, and Park Related Studies.

Vetter proceeded to review the individual project pages for projects staff is recommending for the 2012 – 2016 CIP, noting the following:

**POST Plan Update:** The existing document was used to prepare for the 2001 park and open space bond referendum and much of the information is now outdated. The proposed project calls for a new living electronic document that can be accessed by residents on line.

**Athletic Field Improvements:** \$20,000 is allocated in 2012 and 2014 for miscellaneous field improvements to city owned fields. These costs will be offset in part by the new athletic field fee system put in place by the park board. Another \$40,000 is allocated as unfunded for replacement of the Big Willow Park regulation field scoreboard.

**Burwell House:** A roof replacement study is currently underway to determine cost and course of action for replacement of the historic roof. The CIP includes \$150,000 as unfunded in 2016, and staff is reviewing grant options for the project.

**Upper Minnehaha Creek Corridor:** The Community Investment Fund process for the \$1,000,000 park project is complete. The project is set to begin this spring.

**Trail Rehabilitation:** Funding amounts include \$40,000 for 2012, \$105,000 for 2013, \$50,000 for 2014, \$55,000 for 2015, and \$55,000 for 2016. Vetter noted that due to expanding needs, these amounts have been increased from the \$30,000 - \$35,000 amounts allocated in the past.

**Miscellaneous Trail Connections:** These funds are included as a placeholder for unknown trail connections that might be requested by resident neighborhoods. Funding amounts are \$26,000 per year for 2012 and 2013; and \$28,000 per year for 2014 – 2016.

**Oakhaven Park Phase II:** \$30,000 in 2013 and \$35,000 in 2014 is included to complete the project that began with phase I in 2008. Lambert asked if this could be moved up in the scheduling. Vetter responded that it had already been moved up by the board last year and moving it any earlier would be difficult.

**Trail Improvement Plan:** Vetter noted that the overall 10-year plan for trail improvements is the most heavily funded project in the park/trail portion of the CIP. He added that the total cost to the city in years 2012-2016 is projected to be \$4,255,000 (\$2,940,000 from the CIF and \$735,000 from the Park Dedication Fund). In addition, \$580,000 is allocated from Hennepin County. A total of eight segments are planned for 2012 – 2014, with another four segments scheduled as unfunded in 2014 – 2016.

Vetter reviewed another 59.6 miles of trails and walkways that were listed as unfunded with a total cost of \$11,160,000.

Vetter noted that, as recommended by staff, the total funded 2012 – 2016 CIP was \$1,726,000 and could be completed with adequate fund balances remaining.

Puspoki asked how unfunded projects get moved to funded status. Vetter responded that projects are all based on priority, and will stay unfunded unless they move up in priority for any reason.

Acomb asked about the status of the pedestrian tunnel under Plymouth Road that is included as part of the Minnehaha Creek Corridor Plan. Vetter indicated that it is funded and scheduled for completion this spring; however this might be delayed due to expected flooding and drainage issues associated with the spring thaw.

Hearing no further questions or comments, Puspoki moved and Acomb seconded a motion to adopt the 2012-2016 Capital Improvements Program for park and trail projects as submitted by staff. All voted “Yes”. Motion carried.

**B. Review of park board procedures**

Assistant City Manager Geralyn Barone provided an introduction by explaining City policies, City Code, and the City Charter as each relates to the activities of the park board.

Lambert indicated that while there were some inconsistencies with the information Barone provided and the actual workings of the board, his primary interest in reviewing park board procedures was to determine if any existing practices of the board should be modified. He asked if the park board could break down their thoughts into four different areas of consideration including 1) Keep Doing; 2) Neutral ; 3) Stop Doing; and 4) Start Doing. The board discussed their thoughts and categorized them as follows:

Keep Doing

- Tours including the May park/trail tour, Minnehaha Creek canoe trip, and natural resources restoration tour
- Annual update of goals
- Eagle Scout project presentations following completion of each project

Neutral

- Tours including the May park/trail tour, Minnehaha Creek canoe trip, and natural resources restoration tour

Stop Doing

- Eagle Scout Projects - pre-project reviews
- Not meeting every month (if not needed)

Start Doing

- Staff provide a summary of park board actions (in addition to annual report)
- Add option for spouses/significant others to attend tours
- Meet only as needed
- Involve other city departments/staff in discussions that impact their areas (example: Police during dog related discussions)
- Expand use of Park Board Guidelines to determine issues for review/discussion that need to go to the board
- Updates from other boards and commissions that relate to the park board
- Staff follow-up on Board recommendations that go to the City Council

Lambert asked if staff could summarize the park board discussion and bring the item back for further review at the April meeting.

**5. Park Board Member Reports**

None

**6. Information Items**

In addition to the information provided in the meeting packet, Lambert provided staff with a recent newspaper article on a private indoor off-leash dog park open in Minnetonka. He asked that staff provide the information in the next meeting packet.

**7. Upcoming Park Board Agenda Items**

The board reviewed the upcoming 6-month meeting schedule and cancelled the July 6, 2011 meeting.

Barone informed the board of an upcoming meeting between the City and Minnehaha Creek Watershed District on April 9, 2011, to talk about the potential for constructing a joint facility. She asked for three park board representatives to attend the meeting. Acomb, Puspoki and Seveland all indicated that they would attend.

Reviewing the preliminary meeting agenda for April, Lambert asked that the outdoor ice rink report be delayed until the June meeting. In addition, the board requested that their April 6, 2011 meeting start at 6:30 to accommodate the park board's follow-up discussion on board procedures.

Barone reminded the board that the regular April meeting, beginning at 7:00p.m. will be held in the council chambers and televised due to the park renewal discussions for Oberlin and Mayflower Parks.

**8. Adjournment**

Lambert adjourned the meeting at 9:03 p.m.